

Request for Proposals

The City of Dublin, Ohio is seeking Request for Proposals for the opportunity to:

Perform a study evaluating the size, make up and use of the City's fleet of vehicles and Equipment



I. INTRODUCTION AND BACKGROUND

The City of Dublin is seeking proposals from Consultants qualified to perform a study to evaluate the size, make up and use of the City's fleet of vehicles and equipment. The City desires to develop strategies that will result in the most economical use of our fleet of vehicles, while providing the best services to our community.

Dublin, Ohio is a suburban community of 43,000 residents located northwest of Columbus. The City of Dublin is known throughout the region and State for its strong economic base, development quality, and high levels of service provided to those who live work and play in our the community.

The City's high levels of services extend to our organization's internal services, including Fleet Management. In 2012, the City was named to both the 100 Best Fleet and Top 40 Government Fleet. Also in 2012, the City finished construction of a fast-fill CNG station and purchased 44 light-duty dedicated CNG vehicles. The Division of Fleet Management is an ASE Certified shop with a total of 9 employees, 6 of which are technicians.

The City's fleet is currently composed of approximately 257 vehicles, 57 pieces of equipment, and 49 trailers. The fleet is primarily assigned to the Divisions of Streets and Utilities, Parks and Open Space, Facilities Management, Fleet Management, Police, Recreation Services, Engineering, Land Use and Long Range Planning and Building Standards. Several other Divisions have one vehicle and/or share a floater vehicle(s) by building.

II. PROPOSED SCOPE OF WORK

The qualified consultant will provide the following as part of a finalized Study:

1. Evaluate the size and makeup of the City's fleet and recommend what the size should be (with specifics by Division) based on comparables and department/division use, application, service area, staff size, etc.
2. Evaluate the potential opportunities for shared use of vehicles and or equipment among Departments/Divisions.
3. Review the City's vehicle use trends, habits and policies and recommend comparables and opportunities for cost savings.
4. Provide recommendations for the development of an effective utilization policy.

III. CONTRACT/PROPOSAL

A. Contract Term

The contract period shall be from date of award through approximately March 29, 2013. The successful consultant will provide staff with a Draft project report by March 15, with final report completion targeted for March 25.

B. Proposers Inquiries to RFP

No pre-proposal conference is being held, however; questions from prospective proposers may be submitted via email by **4:00 P.M., December 19, 2012** to James "Darryl" Syler at jsyler@dublin.oh.us.

No further questions will be accepted after this time and date. The City of Dublin will not be responsible for unsuccessful electronic submittals. Written answers to questions will be posted to the website on or around **December 20, 2012**. The answers to the questions will not be considered an addendum.

C. Calendar of Events

The tentative schedule of events concerning this RFP is as follows:

- Publish and issue RFP on or about December 11, 2012
- Pre-Proposal Questions by December 19, 2012
- Response to Questions on or around December 20, 2012
- Response Due Date 5:00 P.M. EST, December 28, 2012
- Evaluations and interviews (if conducted), on or about January 7, 2013.
- Selection and contract negotiations on or about January 14, 2013.
- Contract begins on or about January 21, 2013
- Final Report completed by March 25, 2013
- Contract concludes on or about March 29, 2013

These are tentative dates only. The City reserves the right to adjust these dates at its sole discretion.

D. RFP Submittals

All proposers must submit proposals by **5:00 P.M., EST, December 28, 2012** via e-mail to:

Darryl Syler, Fleet Manager
e-mail address: jsyler@dublin.oh.us

All information submitted shall become the property of the City and is subject to Ohio public records laws.

E. RFP Revisions

All revisions to this RFP will be in the form of written addenda. Any addenda issued supplementing this Request for Proposal document shall be acknowledged when the Proposer's submit their proposal. Failure to acknowledge any addenda issued may result in a non-responsive submittal. The information submitted during the question and answer timeframe listed above is not considered an addenda.

F. Proposal Format and Presentation

Proposals must be prepared simply and economically, providing a straightforward, concise description of the proposer's ability to meet the requirements of this RFP. It is recommended that the submittal be limited to no more than 15 pages (excluding a cover letter).

G. Proposal Clarification

Any Proposer may be notified to clarify their proposals. This action shall not be construed as negotiations or an indication of intentions to award. Due to the timeliness of the project, the Proposer must be able to provide the information within 24 hours notice.

H. Acceptance/Rejections of Proposals

The City reserves the right and holds at its discretion the following rights and options:

- To waive any or all informalities
- To reject any or all responses
- To issue subsequent requests
- To not award one or more tasks
- To not award a contract

I. Responsiveness

All proposals will be reviewed by the City to determine compliance with the requirements and instructions specified in this RFP. The Proposer is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The final selection, if any, will be that proposal which, in the sole judgment of City of Dublin, after review of all submissions, best meets the requirements set forth in the RFP and best meets the needs of the City.

J. Proposal Costs

The City of Dublin will not be liable for any costs incurred by the Proposer in preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or any other activities related to responding to this RFP.

K. Acceptance of Proposal Content

The contents of the proposal of the successful proposer will become contractual obligations if a contract ensures.

L. Consultant Contract

The successful consultant will be expected to enter into a contract, which is substantially the same as the City's sample Professional Services Agreement (attached).

IV. PROPOSAL INFORMATION

The purpose of this section of the RFP is to describe the information the City needs in order to evaluate the qualifications of your firm and your proposal. Responses to all of the elements listed in this section must be included in your proposal. Additionally, to ensure orderly, comprehensive, and fair evaluations, proposals shall be organized according to the numbering, and outlining used in this RFP.

Proposals shall demonstrate the Consultant's ability and experience to perform the type of study requested and should include, at a minimum, the following:

1. An introduction to your firm, including the names, titles, qualifications and contact information of the key personnel who will be involved in the study.
2. A detailed outline of how your firm plans to accomplish the requested study.
3. A list of projects and clients similar to this study that your firm has completed within the past five years. Provide references with contact information to include name, phone and fax numbers and email address.
4. Qualifications of the key personnel to be involved with this study. Provide references with contact name, phone and fax numbers and email address.
5. Costs and estimated time frame to complete the study.
6. A list of the information the City will be asked to provide as part of the study.

It is the intent to select a consultant from one of the proposals submitted. The City may elect to conduct follow up interviews if needed. The selected consultants will work with City staff and will be required to sign the City's standard professional services agreement.

V. EVALUATION AND SELECTION PROCESS

Evaluation of responses to the City's Request for Proposal will be on a "Best Proposal" basis as determined by a Selection Committee comprised of members of City staff. The "Best Proposal" is defined as the total Proposal which, in the opinion of the City, best serves the interest of the City. While price is a consideration, proposal selection will not be based on cost alone, as other factors and features are equally important. All other elements or factors, which are not specifically provided for in this Request for Proposals, which would affect the final cost and/or benefits to be derived by the City, may also be considered in determining the award of the contract.

A. Selection Interviews

The proposals will be evaluated by a Selection Committee comprised of members of City staff. One or more firms may be invited to interview, either in person or by conference call, for the purpose of obtaining further information and/or clarification on proposals submitted. If interviews are conducted, more information about the interview process will be provided to the invited consultant(s). The City reserves all rights to begin contract negotiations without conducting any interviews.

B. Final Selection and Award of Contract

Once selected, the Proposer(s) and the City shall negotiate and enter into a written contract based upon the services and prices proposed by the successful Proposer. The City reserves the right to award a contract to a proposer or make no award, as best serves the interest of the City.

VI. GENERAL EVALUATION CRITERIA AND WEIGHTS

The Selection Advisory Committee will review and judge the merit of the proposals received based on consideration of the following criteria:

1. The professional qualifications of the key personnel who will be involved in this study. (10 points)
2. List of projects and clients similar to the project described in the RFP that your firm and key personnel have completed in the last 5 years. (20 points)
3. Detailed outline of how the study will be accomplished. (40 points)
4. Proposal costs and time frame. (30 points)

VII. PROJECT COORDINATOR

The primary point of contact for the City of Dublin for this RFP is Darryl Syler, Fleet Manager, who can be reached at 614-410-4757 or jsyler@dublin.oh.us. Any other communication will be considered unofficial and non-binding on the City of Dublin.